



# Application for Employment

## Pre-employment Questionnaire

An Equal Opportunity Employer | A Drug-Free Workplace

*The Best of Every Season*

### GENERAL INFORMATION:

Date \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone # \_\_\_\_\_ Cell Phone and/or e-mail \_\_\_\_\_  
Area Code Number Optional

Are you 18 Years or older?  Yes  No    Are you legally eligible for work in this country?  Yes  No

### EMPLOYMENT DESIRED:

Position applied for: \_\_\_\_\_ Salary Desired \_\_\_\_\_

Date available for work \_\_\_/\_\_\_/\_\_\_ Ever applied with us before? \_\_\_\_\_ When? \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire with your employer? \_\_\_\_\_

Referral Source:  Walk-in  Advertisement / Sign  Employee (Name) \_\_\_\_\_  
 Internet  Other: \_\_\_\_\_

Please check the following area(s) in which you are interested:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Nursery / Greenhouse | <input type="checkbox"/> Pet Grooming / Bathing | <input type="checkbox"/> Office                |
| <input type="checkbox"/> Lawn & Garden        | <input type="checkbox"/> Pet Department         | <input type="checkbox"/> Management            |
| <input type="checkbox"/> Home Décor           | <input type="checkbox"/> Outdoor Living         | <input type="checkbox"/> Receiving / Warehouse |
| <input type="checkbox"/> Floral Designer      | <input type="checkbox"/> Cashier / Service Desk | <input type="checkbox"/> Carryout / Bulk Line  |

### AVAILABILITY:

Note: Flexible availability has much to do with who we call for interviews and hire - especially evenings and weekends.

	SUN	MON	TUES	WED	THUR	FRI	SAT
FROM							
TO							

Status you are seeking:  Full-time (30+ hrs./wk)  Part-time  Seasonal

Total number of hours your are looking to work per week: \_\_\_\_\_

Which location(s) do you want to be considered for placement?  Frankfort, IL  St. John, IN

**EMPLOYMENT HISTORY:**

Provide the following information for your past and current employers, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer \_\_\_\_\_  
Name City Phone # Supervisor's Name  
 Position \_\_\_\_\_ From \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Salary \_\_\_\_\_/\_\_\_\_\_  
Mo./Yr. Mo./Yr. Starting Ending  
 Job Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Name City Phone # Supervisor's Name  
 Position \_\_\_\_\_ From \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Salary \_\_\_\_\_/\_\_\_\_\_  
Mo./Yr. Mo./Yr. Starting Ending  
 Job Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Name City Phone # Supervisor's Name  
 Position \_\_\_\_\_ From \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Salary \_\_\_\_\_/\_\_\_\_\_  
Mo./Yr. Mo./Yr. Starting Ending  
 Job Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Which of these jobs did you like the best and why? \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

Schools Attended	Name & Location	# of Years Completed	Did You Graduate?	Subjects Studied or Degree/Diploma
High School				
College / University				
Business or Trade School				

Subjects of special study or research: \_\_\_\_\_

Special Skills: \_\_\_\_\_

U.S. Military Service \_\_\_\_\_ Rank \_\_\_\_\_ Membership in Nat'l Guard or Reserves? \_\_\_\_\_

**PERSONALITY:**

Why do you want to work at Alsip Home and Nursery? \_\_\_\_\_  
\_\_\_\_\_

What do you consider to be your greatest strength? \_\_\_\_\_  
\_\_\_\_\_

What do you consider to be your greatest weakness? \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

List the name and telephone number of three school or personal references who are *not* related to you.

1.	_____	_____	_____
	Name	Phone #	Years Known
2.	_____	_____	_____
	Name	Phone #	Years Known
3.	_____	_____	_____
	Name	Phone #	Years Known

List any other information you would like us to consider. \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime other than a misdemeanor? (This does not include any sealed or expunged records, only convictions)       No     Yes

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

**DRUG FREE WORKPLACE:**

Alsip Home & Nursery has made a strong commitment to being a drug-free workplace. All job applicants being considered for employment at Alsip Home & Nursery will undergo testing for the presence of illegal drugs as a condition of employment. Anyone confirmed to have a positive test result will be denied employment. Alsip Home & Nursery does not discriminate against applicants because of past history of drug abuse; therefore, any individual who fails a pre-employment drug test may initiate another inquiry after a period of no less than six months and present themselves as drug free.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, criminal history\*, motor vehicle record and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

\*The employer will not require nor will you be asked to report whether you have a sealed or expunged conviction or whether you have an arrest.

**I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.**

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_/\_\_\_/\_\_\_